

Message

From: Cunningham, Taukecha [Cunningham.Taukecha@epa.gov]
Sent: 4/25/2017 9:41:24 PM
To: Zwayer, Bette [zwayer.bette@epa.gov]
CC: NCEA_TSS [NCEA_TSS@epa.gov]; Kraft, Andrew [Kraft.Andrew@epa.gov]; Glenn, Barbara [Glenn.Barbara@epa.gov]; Birchfield, Norman [Birchfield.Norman@epa.gov]; Konoza, Terri [Konoza.Terri@epa.gov]; Soto, Vicki [Soto.Vicki@epa.gov]
Subject: FW: light tech edit of formaldehyde Appendices
Attachments: FormaldehydeAppendixdraftPREtechEdit042517_a.docx; FormaldehydeAppendixdraftPREtechEdit042517_b.docx; Formaldehyde Appendix Graphics Support.pdf; Formaldehyde Appendix Edit Request Form.pdf

Hello Bette,

Attached are the Formaldehyde appendices parts A and B. Part A is 466 pages and part B is 362 pages. We need a light edit to check for grammar, punctuation, and typos. Format the text to include table and figure callout citations. Please ignore the comment bubbles (and leave them in) and any track changes missed can be accepted. This draft of the document does not have to be perfect, so you may take short cuts if necessary, we can update other items during the next round (Hero linking can be done later on).

We want the same type of editing/formatting as performed on the document:

1. Format text and line spacing, pagination
2. Auto-headings, Auto-captions
3. TOC creation and formatting
4. Globals as time permits

We are under a tight deadline to perform this task, so when can you return the appendices to us?

Thank you,

Taukecha Cunningham
Information Management Specialist
U.S. EPA/ORD
National Center for Environmental Assessment
703-347-0294
Cunningham.Taukecha@epa.gov

From: Kraft, Andrew
Sent: Tuesday, April 25, 2017 3:44 PM
To: Cunningham, Taukecha <Cunningham.Taukecha@epa.gov>; Soto, Vicki <Soto.Vicki@epa.gov>
Cc: Glenn, Barbara <Glenn.Barbara@epa.gov>; Konoza, Terri <Konoza.Terri@epa.gov>; Birchfield, Norman <Birchfield.Norman@epa.gov>
Subject: RE: light tech edit of formaldehyde Appendices

Thank you, Taukecha.

Please find attached the first part (i.e. part "a") of the Appendix to be tech edited. We anticipate sending the second part ("b") in an hour or two.

Please let us know if there are any problems, and thanks again.

-Barbara and Andrew

From: Cunningham, Taukecha
Sent: Tuesday, April 25, 2017 3:26 PM
To: Kraft, Andrew <Kraft.Andrew@epa.gov>; Soto, Vicki <Soto.Vicki@epa.gov>
Cc: Glenn, Barbara <Glenn.Barbara@epa.gov>; Konoza, Terri <Konoza.Terri@epa.gov>
Subject: RE: light tech edit of formaldehyde Appendices

Hello Everyone,

I will ask for a light edit and the following (Hero linking will be done later on):

1. Format text & line spacing, Pagination
2. Auto-headings, Auto-captions
3. TOC creation and formatting
4. Globals as time permits

Thanks,

Taukecha Cunningham
Information Management Specialist
U.S. EPA/ORD
National Center for Environmental Assessment
703-347-0294
Cunningham.Taukecha@epa.gov

From: Kraft, Andrew
Sent: Tuesday, April 25, 2017 7:52 AM
To: Cunningham, Taukecha <Cunningham.Taukecha@epa.gov>; Soto, Vicki <Soto.Vicki@epa.gov>
Cc: Glenn, Barbara <Glenn.Barbara@epa.gov>; Konoza, Terri <Konoza.Terri@epa.gov>
Subject: RE: light tech edit of formaldehyde Appendices

Hi Taukecha, I responded to Vicki's mail, but we would like the same things done, within the same or (if possible, although I doubt it) shorter time frame. Thank you.

-Andrew

From: Cunningham, Taukecha
Sent: Monday, April 24, 2017 5:23 PM
To: Kraft, Andrew <Kraft.Andrew@epa.gov>; Soto, Vicki <Soto.Vicki@epa.gov>
Cc: Glenn, Barbara <Glenn.Barbara@epa.gov>; Konoza, Terri <Konoza.Terri@epa.gov>
Subject: RE: light tech edit of formaldehyde Appendices

Hi Andrew,

Yes, send it to Vicki, Terri, and I. What is your deadline and what would you like to have performed (comprehensive edit)?

Thanks,

Taukecha Cunningham
Information Management Specialist
U.S. EPA/ORD
National Center for Environmental Assessment
703-347-0294
Cunningham.Taukecha@epa.gov

From: Kraft, Andrew
Sent: Monday, April 24, 2017 5:10 PM
To: Soto, Vicki <Soto.Vicki@epa.gov>
Cc: Cunningham, Taukecha <Cunningham.Taukecha@epa.gov>; Glenn, Barbara <Glenn.Barbara@epa.gov>
Subject: light tech edit of formaldehyde Appendices

Hi Vicki and Taukecha,

I just wanted to let you know that Barbara and I are planning to send you the formaldehyde draft appendices (2 files in two separate emails) tomorrow. We are waiting on one section to be finished before we go through and tidy things up tomorrow. Should we just send it to the both of you, as we did last time?

Thank you,
Andrew